



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 12/5/18	<u>Interviewer:</u> SGS	<b>RFA #18 – 83</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |                                                        |                                            |                                             |                                     |                                              |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |                                            |                                             |                                     |                                              |

Time Line		
Date	Item	Comments
12/5/18	SGS meeting with [REDACTED]	[REDACTED] was interested in ensuring women, as well as men were being fully supported. Said she would appreciate an open discussion with [REDACTED] who is her new supervisor. Indicated that she believes there has been a history of men in the unit being recognized and promoted, but not so much for women. Wants to continue to be successful. Did not want to file a complaint but requested SGS have a discussion with [REDACTED] about lines of communication and support.
12/10/18	SGS t/c with [REDACTED]	Began initial discussions with [REDACTED] and plans to set up an appointment to meet and more fully discuss.
1/3/19	SGS meeting with [REDACTED]	[REDACTED] was open to discussing ways in which he could facilitate an open discussion with [REDACTED] and said that now that he is supervising her, that he is looking forward to exploring ways he can be supportive.
1/9/19	SGS meeting with [REDACTED]	Relayed discussion SGS had with [REDACTED] indicated he was going to reach out to [REDACTED] who said that is already happening. [REDACTED] thanked SGS for the facilitated outreach and is satisfied with the outcome. RFA closed.
